

**Minnesota Department of Public Safety
Office of Justice Programs
REQUEST FOR PROPOSALS
Sex Trafficking Investigation and Training Grants
Due September 28, 2015**

INTRODUCTION

The purpose of this request for proposals is to fund two year projects in state and local units of government to support:

- 1) new or existing multijurisdictional entities to investigate sex trafficking cases; and
- 2) Provide technical assistance, including training and case consultation, to law enforcement agencies statewide.

Minnesota recognizes that human trafficking is a growing problem in the state. These funds are designed to add resources to assist local law enforcement entities to enhance local capacity for sex trafficking investigations. These grants are to be used for multi-jurisdictional demonstration projects or to expand existing investigators time to identify and investigate sex trafficking. The funds may be used to expand staff capacity and/or to provide training /consultation in the multifaceted area of sex trafficking. Projects should be based on existing program expertise or promising practices that have been demonstrated in other jurisdictions. Grantees will be expected to collect, summarize and submit quarterly data that demonstrate the impact of the program. Priority will be given to serving geographical areas that have unmet needs in the area of sex trafficking investigations and/or training.

ELIGIBLE APPLICANTS

State and local units of government where existing multijurisdictional entities are in place; or new multi jurisdiction entities among county, state, city, tribal entities working together to identify and investigate sex trafficking crimes in their jurisdictional area.

FUNDS AVAILABLE

\$487,500 is available. (\$243,750 in FY16 and \$243,750 in FY17). Grant awards may range from approximately \$25,000 - \$75,000 per year for two years.

GRANT PROJECT DATES

The grant period is January 1, 2016 – December 31, 2017.

SOURCE OF FUNDS

Minnesota Chapter 65; Article 1, Subd 6 (g)

APPLICATION DEADLINE

Applications must be submitted using the e-grants system by 4:00 P.M. Monday, September 28. No paper submissions will be accepted. Plan to submit the application before the deadline so any technical problems can be addressed.

APPLICATION PROCESS

All applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system, at <https://app.dps.mn.gov/egrants/> e-grants can also be accessed via the Office of Justice Programs website at <https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx>.

To establish an user account if you do not already have one, click on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. e-grants User Guides can be found on the OJP Grants webpage at <https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx>

TERMS AND CONDITIONS, GRANT PROGRAM GUIDELINES, OJP GRANT MANUAL

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for non-state applicants as well as the Program Guidelines. These address State requirements such as worker’s compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is certifying that they have the authority to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. These documents become, by reference, part of the formal grant contract agreement. In addition grantees agree to follow the [OJP Grant Manual](#) which provides basic information on policies and procedures for grant administration.

APPLICATION CONTENT

The application will consist of the following elements.

1. **Project Information:** Applicants will input directly into e-grants information such as the authorized representatives for the project, tax identification numbers, project abstract, and other identifying information. Applicant will note whether this request is for a new or existing program. We will print this form out and use it as the cover sheet of the proposal.
2. **Narrative** (Word document): Applicants will address the following in a three page maximum WORD document with ¾” margins, single spaced and with a 12 point font size. When ready to submit, the narrative will be submitted as an attachment to the application. The narrative should address the following issues (please number responses):
 - 1) **Organizational Capacity** (10 points)
 - Applicant agency’s description, including all multi-jurisdictional partners.
 - Total annual agency budget.
 - New or expanded program within your agency?
 - Agency and key staff expertise.
 - 2) **Needs Statement** (25 points)
 - Describe the problem(s) and issue(s) to be addressed; what is the target population?
 - Include relevant quantitative and qualitative data to support the need statement.
 - Describe the current response to the problem: what is working, what is not, identify existing gaps.
 - 3) **Project Description** (50 points)
 - Describe how your multi-jurisdictional entities will work together to demonstrate effective collaboration in investigating sex trafficking cases.
 - Describe what training your investigators have already received and what additional training needs you have identified.
 - If this request is for an expansion; describe the need for the expansion in staff and/or providing overtime pay for existing personnel.
 - Describe the partners that you are currently working with to assist in developing or expanding a sex trafficking investigations.

- Describe how you will partner/collaborate with regional Safe Harbor navigators.
<http://www.health.state.mn.us/injury/topic/safeharbor/navigators.html>

4) Evaluation (5 points)

Grantees will be required to report data on specific information related to sex trafficking investigations. The goal of the grant funding is to decrease the demand for the commercial sexual exploitation of girls and young adults and to provide training/consultation for law enforcement agencies throughout the state. Address agency capacity for data keeping and reporting.

Final reporting format will be provided later, but may include:

- 1) Number of potential sex trafficked cases identified
- 2) Number of sex trafficking investigations initiated
- 3) Number of hours spent on each investigation
- 4) Age, race, criminal history and geographic area of individuals trafficked
- 5) Number of arrests of individuals who have trafficked girls and young adults
- 6) Number of individuals prosecuted for sex trafficking
- 7) List of other agencies involved

3) **Budget (Input directly into e-grants, (10 points)**

Budget line items include: Personnel: direct salary costs for new staff and/or direct overtime salary expenses for existing staff to attend training or to focus on sex trafficking investigations. Contract Services: cost of hiring or contracting for trainers who have experience and expertise in sex trafficking investigation and prosecution.

- Budget may cover up to a two-year period.
- All expenses must be itemized and directly related to grant activities.
- Funding may be used to supplement but not supplant state and local government funds. This funding cannot take the place of currently funded items.

APPLICATION REVIEW PROCESS

We anticipate a competitive application process. A review committee will read and rank the proposals. A final staff review will consider geographic locations, response to listed priorities, coordination with other federal, state, and local funding, strength of best-practice programming and past grantee performance. Final decisions will be made by the Commissioner of Public Safety and applicants will be notified of grant awards by October 30, 2015.

TECHICAL ASSISTANCE

For questions regarding the e-grants online submission process, please call:

1-800-820-1890 | helpdesk@agatesoftware.com

For questions regarding the application, please call:

Kristin Lail, Office of Justice Programs, MN Department of Public Safety, 651-201-7322 or
Kristin.Lail@state.mn.us

A Frequently Asked Questions (FAQ) document will be updated weekly with responses to questions received about this solicitation up until the application due date. Access the [FAQ](#) on the OJP website.

POST AWARD REQUIREMENTS

- **Grant contract process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget and work plan. The formal grant contract will be initiated, signed by grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.
- **Grant payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.

RIGHT OF CANCELLATION

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State will not award a grant contract solely on the basis of any response made to this request, or pay for information solicited or obtained.